

DDA Registry

File

Bldg + Ods

Clarification of Cost Factors - GSA Interior Design Services - Parcel 1

John F. Blake
Deputy Director for Administration
Room 7D-24, Headquarters

DDA 76-2335

5454

7 May 1976

Executive Assistant
to the DCI
Room 7D-60

Jennifer:

Here is a revised cost estimate for the Interior Design Services by the ladies of GSA. The "Parcel 1" referred to in the memorandum is described in the attachment. Would you be good enough to discuss it with the Director and let me know your pleasure?

DD/Administration
Room 7D-24

/s/ John F. Blake
John F. Blake

Att

Att: Memo to D/Ologistics from DC/Real Estate & Construction/OL
Dtd 7 May 1976; Subj: Clarification of Cost Factors - GSA
Interior Design Services - Parcel 1

Distribution:

Original - Adse w/Orig of Att

1 - D/OL w/o Att

~~1~~ - DDA Subject w/cy Att

1 - DDA Chrono w/o Att

1 - JFB Chrono w/o Att

DDA:JFBBlake:der (7 May 1976)

MEMORANDUM FOR: Director of Logistics

SUBJECT : Clarification of Cost Factors - GSA Interior
Design Services - Parcel 1

REFERENCE : Memo dtd 27 Apr 76 to D/L fr DC/RECD, Subject:
Revised Estimates - GSA Interior Design Services
for Selective Service Building

In response to your most recent query requesting a breakdown of services and products to be provided by G.S.A. for 170 hours of interior design work relative to Parcel 1, the following information was obtained from Ms. Judy Isaacs of G.S.A. Interior Design Services:

Preliminary Design - 100 Hours

Field survey of space to be treated.

Initial client interviews and consultation for problem definition and requirements development.

Furniture Research - Search and identification of furniture, furnishings, and upholstery to suit client requirements.

Preparation of preliminary presentation:

Preparation of proposed layout drawings.

Preparation of color coordinated sketches; finish schedules, display samples of carpeting, drapery, upholstery and wall coverings; and display selections of furniture and furnishings.

Preparation of itemized budgetary estimate.

Presentation of proposed design recommendation for consideration, modification, and tentative approval.

Final Design - 70 Hours

Adaptation of client modifications into a firm conceptual scheme.

OL 6 2285

SUBJECT: Clarification of Cost Factors - GSA Interior Design
Service - Parcel 1

Coordination and selection of fabrics and upholstery
through interface with commercial showrooms.

Preparation of specification write-ups for each piece
of furniture or furnishing for procurement requisitions.

Preparation of presentation boards containing pictures
of furniture and samples of materials, etc.

Preparation of final presentation drawings, finish
schedules, and color schemes.

Presentation of final product to client for approval.

STATINTL



Deputy Chief
Real Estate and Construction Division, OL

Att

Att to Memorandum for D/L dated 27 April 1976

SELECTIVE SERVICE BUILDING
INTERIOR DESIGN FEE ESTIMATES
PER PARCEL OF SPACE

Parcel 1

STATINTL	Mr. Bush DCI Executive Assistant Secretaries [REDACTED] Conference Room	170 hours	\$3,485.00
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Parcel 2

	Reception Area	60 hours	\$1,230.00
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Parcel 3

STATINTL	Mr. [REDACTED] Mr. [REDACTED] Secretaries ADC/DCI/IC Executive Officer ICS	130 hours	\$2,665.00
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Parcel 4

	Interim Furniture Layout & Design Sixth Floor	40 hours	\$ 820.00
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TOTALS - SIXTH FLOOR		400 hours	\$8,200.00
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DD/L *[Signature]*
D/L *M*

27 APR 1976

MEMORANDUM FOR: Director of Logistics

SUBJECT : Revised Estimates - GSA Interior Design Services
for Selective Service Building

1. Per our recent conversation and your guidance, GSA has been requested to provide a breakdown of interior design service fees by parcels listed below. The original total fee was estimated between \$10,000 and \$11,000 and included slightly in excess of 500 hours of time for interior design services, which included the sixth floor and some work on the remaining floors of the building.

2. Interior design services for the remainder of the building have been extracted from the scope of work, and the fees for the desired parcels on the sixth floor are submitted in the attachment. Since GSA estimates it will require approximately 6 weeks to accomplish the interior design for these parcels on the sixth floor and that additional time will be required to acquire the desired furniture and furnishings, a fee estimate for design services involving interim locations of existing furniture was included in Parcel 4.

STATINTL



Deputy Chief
Real Estate and Construction Division, OL

Att



*Returned per
our conversation -
Please - out 170 hrs
so we can see
what's involved -
[Signature]*

STATINTL

SEARCHED	INDEXED
SERIALIZED	FILED
APR 28 1976	
FBI - [illegible]	

OL 6 2199

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ROUTING AND RECORD SHEET

Executive Registry

76-18314

SUBJECT: (Optional)

Clarification of Cost Factors - GSA Interior Design Services - Parcel 1

FROM:

John F. Blake
Deputy Director for Administration
Room 7D-24, Headquarters

EXTENSION

5454

NO.

DDA 76-2335

DATE

7 May 1976

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

DD/A Registry

Jennifer:

File

Bldg + Lrds

Here is a revised cost estimate for the Interior Design Services by the ladies of GSA. The "Parcel 1" referred to in the memorandum is described in the attachment. Would you be good enough to discuss it with the Director and let me know your pleasure? STATINTL

John F. Blake

Att

Mr. Blake:

Mr. Bush has put his o.k. besides "Parcel 1" in the attachment.

Thanks for taking care of this.

Jennifer

13. Att: Memo to D/Logistics from DC/Real Estate & Construction/OL
dtd. 7 May 1976; Subj: Clarification of Cost Factors - GSA
Interior Design Services - Parcel 1

14. Distribution:

Orig - D/OL w/orig att

15. X - DDA Subject w/cy att

1 - DDA Chrono w/o att

1 - JFB Chrono w/o att

DDA:JFBBlake:jlb (13 May 76)

FORM
3-62

610

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